


ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC		X		
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS		X		
16	D/Ex Staff				
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21			X		
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SUSPENSE		Date _____			

Remarks

STAT

Executive Secretary

7 Jun 88

Date

3637 (10-81)

Executive Registry

88-2351X



TEMPLE UNIVERSITY
A Commonwealth University

SCHOOL OF LAW

1719 N. Broad Street
Philadelphia, Pennsylvania 19122
(215) 787-8806

Office of Career Planning

May 27, 1988

Mr. William H. Webster
Central Intelligence Agency
Director of Central Intelligence
Washington, DC 20505

Dear Mr. Webster:

If you're looking for law students with excellent academic credentials and superior clinical training, then we are sure you will be interested in Temple Law School's fall interviewing programs.

The first program is On-Campus interviewing, which begins on Monday, September 19, 1988, and continues through the first week of November. If you plan to join us, we will collect resumes for you, and you may prescreen them if you wish. Please complete the On-Campus Interview Request Form, and return it to us by July 1, 1988.

If you are unable to come to Philadelphia, you may wish to join us in Washington, DC, on Friday, September 9, 1988, at The University Club, 1135 Sixteenth Street, N.W., where we have arranged for a number of Washington law firms, agencies and corporations to interview our students. The interviews will take place from 9:00 a.m. to 12:00 noon and from 1:30 to 5:00 p.m. Please complete and return the Washington, DC Recruiting Day Form by July 1, 1988, if you wish to participate in this program.

For either program, please complete and return six copies of the 1988-89 NALP Questionnaire, along with six copies each of your firm or agency resume and a one-page profile to be published in our student directory.

Please call Monique Costantino, our Administrative Assistant, at (215) 787-8909 if you have any questions about either of the 1988 fall interviewing programs.

We hope you will join us.

Sincerely,

J. Murray Elwood
J. Murray Elwood, Esquire
Director

JME/db/17
Enclosure

DCI
EXEC
REG

L-261-15



1988-89 ON-CAMPUS INTERVIEW REQUEST FORM

LAW SCHOOL NAME: TEMPLE UNIVERSITY SCHOOL OF LAW**INTERVIEWING ORGANIZATION INFORMATION:**

1. Employer Name: _____

2. Address: _____

3. Name of Recruiting Administrator: _____

4. Telephone Number: _____

5. Name of Hiring Attorney: _____

6. Offices for which you will interview (if other than above): _____

Will these offices interview independently? ☐ Yes ☐ No (If yes, please use a separate form for each office)

7. Names of interviewers (indicate with asterisk if alumnus): _____

INTERVIEW SCHEDULE INFORMATION: (Interviews for seniors are NOT scheduled on Wednesdays)

8. Interview dates requested: First Choice _____; Second _____; Third _____

9. Interview hours are (9) to (5). If you require a different schedule, please list times: _____

10. Number of schedules (rooms, if school supplies) _____. Will interviewers work in teams? ☐ Or alone? ☐11. Classes you will interview? 2nd year ☐; 3rd ☐; Evening ☐; LL.M. (US trained) ☐; (foreign trained) ☐12. Length of interviews? 20 minutes ☐; 30 minutes ☐; Other (specify) _____13. Should date(s) be coordinated with other schools? ☐ If yes, which schools? _____

14. If you are reserving interview space away from the Law School, please note the location: _____

15. Do you wish the Law School to use an express mail service, at your expense? ☐ Yes ☐ No. If yes, please indicate account number and name of express service you want to use on a separate sheet.16. Would you consider holding campus interviews on Saturday? N/A17. Would you consider holding office visits on Saturday? N/APlease indicate which of the following application materials you wish to receive:
Resume ☐ Transcript ☐ Writing Sample ☐ Other ☐**HIRING INFORMATION:**

18. Please indicate SPECIFICALLY the particular interviewing criteria you wish to set for our school, e.g. top ____% of class, grades, technical background, CPA, Law Journal, Moot Court Competition, undergraduate academic achievement, extracurricular activities, community leadership, etc. _____

19. Do you have positions available for graduating students in all departments of your practice? ☐ Yes ☐ No
If not, list departments for which you are hiring: _____20. Do you have a "foreign trainee" internship program for "foreign" LL.M. graduates? ☐ Yes ☐ No**RESUMES ONLY INFORMATION:**

21. If you do not plan to recruit at our school but wish to receive resumes, resumes should be sent to you by which date? _____

22. You will accept resumes from which classes? 1st ☐; 2nd ☐; 3rd ☐; LL.M. (US trained) ☐; (foreign) ☐23. Should resumes be sent individually by students? ☐ Or as a group through the Placement Office? ☐24. Do you require that a transcript ☐; writing sample ☐; other material accompany resumes? ☐**PLACEMENT OFFICE CHECKLIST:**Fee information: N/A

	Recruiting Materials Deadlines	Number of Copies Required
NALP forms	July 1, 1988	6
One-page resume	July 1, 1988	6
Full firm resume	July 1, 1988	6
Law School information form	N/A	N/A

School Non-Discrimination Policy: Temple University School of Law is committed to a policy against discrimination based upon race, religion, national origin, sexual preference, handicap, age, color, marital status and parental status.

Use of the placement facilities is restricted to prospective employers and students who agree to abide by the placement office's policies and procedures including its non-discrimination policy and NALP Principles and Standards for Law Placement and Recruitment Activities. Submission of this form signifies the employer's agreement to abide by the law school's policies and principles.

WASHINGTON, DC RECRUITING DAY

September 9, 1988

NAME OF EMPLOYER _____
ADDRESS _____
NAME OF RECRUITING ADMINISTRATOR _____
TELEPHONE NUMBER _____
NAME OF HIRING ATTORNEY _____

SECTION I

We WISH to participate in the 1988 Washington, DC Recruiting Day.
(Please complete Section II below.)

We WILL NOT be able to send a representative this year, but we wish to receive resumes
from interested students. (Please complete Section III below.)

SECTION II

1. We wish to prescreen resumes of: 3rd year students ____; 2nd year students ____
2. Number of Interviewers: ____ Names of Interviewers: _____
3. Length of Interviews: 20 minutes ____; 30 minutes ____; Other (specify) _____
4. Please note special requirements: _____
5. Will the interviewers be joining us for lunch? Yes ____ No ____

SECTION III

1. We wish to receive resumes from: 3rd year students ____; 2nd year students ____
2. Please note special requirements: _____
3. Deadline date for receipt of resumes: _____

PLEASE COMPLETE AND RETURN THIS FORM, ALONG WITH SIX COPIES EACH OF THE 1988-89 NALP
QUESTIONNAIRE, FIRM/AGENCY RESUME AND ONE-PAGE PROFILE, BY JULY 1, 1988, TO:

J. Murray Elwood, Director
Career Planning Office
Temple University School of Law
1719 North Broad Street
Philadelphia, PA 19122

Temple University School of Law is committed to a policy against discrimination based upon
race, religion, national origin, sexual preference, handicap, age, color, marital status and
parental status. Submission of this form signifies the employer's agreement to abide by the
law school's policies and principles.

**Government and Public Interest****Organizations Questionnaire**

1988-89 Academic Year at Temple University School of Law

Date completed _____

School I.D. No. _____

Employer _____

Address _____ Phone () _____

Hiring Attorney _____

Type of Org. _____

Please address correspondence and inquiries to:

Name _____

Title _____ Phone () _____

TRAVEL What expenses do you reimburse when candidates are invited to your office for follow-up interviews? _____**RECENT HIRING
AND FUTURE
NEEDS**

	1987 Hires	Projected 1988 Hires	Antic. 1989 Hires
Laterals	_____	_____	_____
Judicial Clerks	_____()*	_____()*	_____
LL.M.'s	_____	_____	_____
3 L's	_____()*	_____()*	_____
2 L's	_____	_____	_____
1 L's	_____	_____	_____

*number of former summer interns

SUMMER PROGRAM INFORMATION

How many of your 1987 2L's received offers to return? _____

Do you allow split summers? ☐ Routinely ☐ Under special circumstances ☐ NeverWill you accept applications from joint degree candidates graduating in 1991 for your 1989 summer program? ☐ Yes ☐ No

If you are hiring 1L's in 1988, by when should they apply? _____

PRACTICE AREAS

Indicate either number of lawyers or approximate percentage of work under practice area(s). Do not include areas that comprise less than 5% of your organization's practice.

Practice Areas	Sr. Attlys.	Staff Attlys.

SALARIES

	1987	1988
Summer intern \$/week	_____	_____
New staff attorney \$/year	_____	_____
Usual scheduled working day	_____	_____
Av. no. attny. hours worked per annum	_____	_____

	2/1/87			2/1/88		
	Senior Attlys.	Staff Attlys.	All Sum. Interns	Senior Attlys.	Staff Attlys.	All Sum. Interns
Men						
Women						
Totals						
Black						
Asian Am.						
Hispanic						
Am. Indian						
Disabled						

Size of Office
Completing Form
(as of 2/1/88)

Suprvsng Attlys.	_____	_____
Senior Attlys.	_____	_____
Staff Attlys.	_____	_____
All Lawyers	_____	_____
Paralegals	_____	_____
Support	_____	_____

Other Offices (as of 2/1/88)
Include city location(s) and
no. of lawyers**BENEFITS****STAFF TURNOVER** What percentage of your legal staff has been with the organization for more than two years? _____ More than five? _____ More than ten? _____**HIRING POLICIES** Do you prefer to hire students with significant prior working experience in your type of work? _____

What percentage of your projected 1988-89 openings will be met by hiring out of law school? _____

Directions for completing the one-page 1988-89 NALP

Government and Public Interest Organizations Questionnaire

For inclusion in the 1988-89 NALP EMPLOYER DIRECTORY, please send one copy of the completed questionnaire by March 15, 1988, to:

National Association for Law Placement, Inc.
Administrative Office
Suite 302
440 First Street, N.W.
Washington, D.C. 20001

INTRODUCTION

The information sought by the questionnaire is intended to help students learn something about your organization's general structure and hiring plans for the 1988-89 academic year. There is no charge for inclusion in the NALP Directory of Employers.

Because some schools prepare interview schedules over the summer, students will not always be able to consult the "standard" employer résumés when making their preliminary selections. They will therefore rely heavily on this completed questionnaire.

TYPE OF ORGANIZATION

If appropriate, please use the following categories:

Federal Government
U.S. Attorney's Office
State Government
State Attorney General's Office
Local Government
District Attorney's Office

Public Defender
Legal Services Program
Group Legal Services
Not-for-Profit Public Interest Law Center
Citizen or Community Organization
Labor Organization

Not-for-Profit Association
Public Interest Law Firm (private)
Legal Clinic
Law Collective
Pro Bono Department of Law Firm

RECENT HIRING AND FUTURE NEEDS

Projected 1988 Hires—As of the date the questionnaire is completed, indicate the number you provisionally expect to join you, both for the summer and permanently, in 1988.

Anticipated Openings in 1989—Indicate the approximate number of 3L's, 2L's, and 1L's you intend hiring in 1988. If targets have not yet been set, use the average for the past three years. If you have no plans to hire a particular category of possible applicants, please so indicate with a "0." Do not just leave the space blank, for doing so invariably gives rise to ambiguity. In the parentheses next to the number of 3L's and judicial clerks you hired for 1987 and 1988, indicate how many were former summer interns.

PRACTICE AREAS

Do not worry if very precise demarcations of your practice areas are not readily available. What the students want is a reliable guide to the *balance* and *emphasis* of your practice.

BENEFITS

Please describe your benefits package.

If you do *not* want your form published in the 1988-89 NALP Employer Directory, check here: ☐

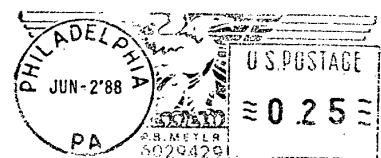
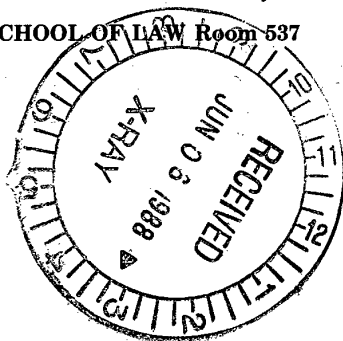
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TEMPLE UNIVERSITY
A Commonwealth University

Philadelphia, Pennsylvania 19122

SCHOOL OF LAW Room 537



Mr. William H. Webster
Central Intelligence Agency
Director of Central Intelligence
Washington, DC 20505



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